

HAXBY & WIGGINTON u3a
Minutes of Committee Meeting held on Tuesday 25 April 2023
St. Nicholas Church Hall at 10am

Present: Peter Gibbons (Chairman), Yvonne Brabbs (Secretary), Peter Murray (Treasurer), Mike Calvert, Wendy Mitchell, Judy Moore, Gordon Moore,

1. Apologies

Dorothy Croft, Anne Hysted, Jenni Rutland.

2. Minutes of Committee Meeting held on Tuesday 21 March 2023

The Minutes were accepted as a true record and signed.

3. Matters arising from the minutes 21 March 2023

There were no matters arising.

4. Correspondence

YB reported 11 from outside Haxby and Wigginton u3a this month. These had been forwarded to the relevant parties. Here is a summary for the minutes:

TAT: Update message (Trustee election results, Cook for the King competition, Annual Return Process (Portal), Workshops for April, New improvements on Beacon log-in), Board Review of changes since 2022 AGM, Road Map to AGM.

YAHR: Recruitment and Retention Seminar feedback, AGM invitation for 5 May 2023, u3a Pilot Council, TAT Board Meeting 29 March 2023 notes, Information on recruiting younger members, R & R page on YAHR website, final update on 13 June 2023 MusicFest, AGM papers. All other contacts were inter-committee or from non-member enquiries.

5. Officers Reports

a) Treasurer

A written report was circulated in advance by PM. Currently there is a bank and cash balance of £16,646. Yvonne has submitted the Annual Return through the new TAT portal and their finance team have issued an invoice based on that submission. The invoice is for membership subscription for 1.4.23 to 31.3.24 and is £2048. This will be paid with the TAT invoice for TAM Magazine for 12 months to March 2024 which is £1,144.80. The difference between the expenses and income against Outings relates to a surplus on the Harrogate Flower Show trip and the future trip to Brodsworth Hall. A request for £60 for equipment to start the proposed Pickleball group had been received by Martin Webster. This was authorised by the Committee.

b) Groups Coordinator

A full written report was provided by WM. A new group 'Chapters Book Club' had met on the 22 April. After receiving messages from 25 interested members, 11 joined the group leader Jenny Scott. It is hoped that a second group can be set up if there is a demand.

WM requested a Group Coordinator laptop as she had struggled to carry out u3a duties on her personal tablet. This was agreed by the Committee. GM will source.

Action: GM

A second French group has started: French 2 Intermediate, leader Ruth Davies. WM was asked to contact Ruth to ask if she has vacancies.

Action: WM

A new Groups Timetable is being prepared to include a 'status' column.

Action: GM/WM

c) Membership Secretary

Membership details were provided by DC by email:

Paid up members 539, 23 without email, and TAM 309.

d) Speaker Finder

A written report was provided by MC. The April talk was very successful and well attended. The speaker was very impressive in all respects. He has volunteered to return and is available at short notice if necessary. Yvonne at the Sports Bar was thanked for her help.

e) Social Events

AH provided a written report as she was unable to attend the Committee meeting. Her report included: The Harrogate Flower Show; Brodsworth Hall; proposed trips to Shibden Hall and Halifax Piece Hall on the 10 August, and Whitby and Saltburn on the 8 September; the Christmas Social proposed for 15 December. Christmas proposals will be discussed at the next meeting when AH is free.

f) New Members

JM reported that 13 new members came to a meeting on 21 April. Three of these attended the Singing for Fun group meeting, and around 6 attended the Monthly Meeting. New members were impressed by the Newsheet. JM raised the issue of membership cards being lost. Also, members were using paper cards not plastic ones. More plastic cards are needed, and GM will contact GB to arrange. GM suggested that members could pay £10 for a replacement card and re-join as a new member. The cost of replacing lost cards to be discussed at the next meeting.

Action: GM

f) Publicity

Post pending.

PG had an offer from a member from Red Lodge to do a presentation there on u3a. PG is in touch and will assist if this is arranged.

6. Review of Equality, Diversity and Inclusion Policy

The policy was reviewed and updated. PG will put it on the website. The next policy/procedure review will be for the 'Complaints and Grievance Procedure and the Member Code of Conduct which will be circulated to committee members.

Action: PG

7. Insurance

Ref: PG 'Notes on Insurance Workshop', 28/03/2023. PG explained the importance of meeting the requirements of our insurance provider and being prepared with documents needed should there be an accident or claim against our u3a.

PG explained the need for Group Leaders and the Social Team to complete Risk Assessment Checklists. To assist their preparation PG will circulate templates to all Group leaders and the Social Team. Group Leaders will send completed Checklists to Wendy for record.

Action: PG

Risk Assessment Checklists would also be needed for Monthly Meetings and Committee Meetings. GM offered to do these.

Action: GM

8. Visitors to Group Meeting, Monthly Meetings and Social Trips

It was agreed that visitors could attend two u3a meetings free before joining. This could be either Group or Monthly meetings.

To control monthly meetings, it was agreed to have a Visitors Book on the entrance desk that visitors would complete.

Action: PG

To comply with insurance requirements, it was agreed that Social Trips or Holidays would be strictly for Haxby and Wigginton u3a members only, unless arranged jointly with another u3a.

9. TAT Contacts Portal

It was agreed that this would be completed using generic details only, plus the Secretary's u3a phone number.

Action: YB

10. AOB

DC and PG have updated the Member Application Form. A copy will be put on the website.

Action: PG

11. Date of next meeting

Unless there is an urgent matter to deal with it was agreed to not have a meeting in May
The next meeting will be Tuesday 20 June 2023 at 10am at St. Nicholas' Church Hall, Wigginton.

The meeting ended at 11.45am.

Signed: Date:
Chair

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